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WAR FOOD ADMINISTRATION
FOOD DISTRIBUTION ADMINISTRATION
WASHINGTON 25, D. C.

FRUIT AND VEGETABLE BRANCH - MEMORANDUM NO. 6

July 13, 1943

TO : All Field Offices of the Fruit and Vegetable Branch

FROM: W. C. Hasbrouck, Senior Administrative Officer of the
Fruit and Vegetable Branch

SUBJECT: Handling of collections by Field Offices.

Effective July 1, 1943, collections received for the Fruit and Vegetable Branch must be handled as follows. It is of the utmost importance that these instructions be strictly adhered to. They in no way alter the procedure for handling collections in the field, through the Federal Reserve Banks, or directly through Washington.

Separate schedule of collections must be prepared covering collections pertaining to the inspection of fresh or processed foods, or expenses incurred thereby, for each fiscal year as well as each fund creditable. (Fees and expenses should, of course, be combined in a single schedule, when they are creditable to the same fund.) In each case, clearly indicate, at the extreme center-top of each schedule, the fiscal year to which the collection applies.

At the foot of the schedule, the space provided for signature of the Inspector-In-Charge, etc., should read as follows.

"Forwarded 7/3/43 - Albany, N. Y.

"By (To be manually signed)
John Smith

"Title Asst. Mktg. Spec.

"Certificate of Deposit No. A-3 dated 7/2/43 - Form 6599
(Revised)" (This last line only to be included in instances where the collection is deposited through a Federal Reserve Bank.)

In the event collections are deposited through a Federal Reserve Bank, indicate, in the upper left-hand corner, the schedule number assigned by the Field Office; i.e., "NY-A-5". Where offices of the Fresh Products Standardization and Inspection Division and the Processed Products Standardization and Inspection Division are located within the same city, schedule numbers assigned by each respective office should designate the class of the collection -- "NY-A-F-3" for fresh food inspections and "NY-A-P-3" for processed foods inspections.

As soon as schedules have been prepared and the covering certificate of deposit received from the Federal Reserve Bank, mail the original and six copies of the schedule, as well as the original and duplicate certificate of deposit, direct to the Chief, Fiscal Officer, Food Distribution Administration, U. S. Department of Agriculture, Washington, D. C. An additional copy of the schedule, as well as all corresponding fee

bills or other pertinent information must be mailed to W. C. Hasbrouck, Senior Administrative Officer, Fruit and Vegetable Branch, Food Distribution Administration, U. S. Department of Agriculture, Washington, D. C. One copy of the schedule should be retained in each respective Field Office.

If collections are forwarded direct to Washington for deposit, do not number the schedules. The numbers will be assigned in Washington. Forward the original and seven copies of the schedule, together with covering checks and all corresponding fee bills or other pertinent information, direct to the Finance and Accounts Division, Food Distribution Administration, U. S. Department of Agriculture, Washington, D. C. Do not forward copies of the schedules, nor the fee bills pertaining thereto to this office. These will be furnished by the Finance and Accounts Division.

Fund 124310 must include collections of all fees covering commercial inspections of fresh or processed fruits and vegetables of all classes and must be scheduled for deposit to the credit of this fund. (Separate schedules must be prepared to cover fresh foods inspections and processed foods inspections.) The proper description of the fund is -

"124310-Reim. Insp. of Perishable Food & Other Farm Prod."

This phraseology must be inserted in the last column of the :schedule of collections, Form No. 1044, entitled "Fund to be credited, etc."

Fund 128015.1200 must include collections of fees covering the inspection of either fresh or processed fruits and vegetables for other Federal Agencies, as well as reimbursement of all expenses incurred by inspectors of the Processed Products Standardization and Inspection Division. These must be scheduled for deposit to the credit of this fund. Collections covering fees as well as expenses, under this fund, should be included on one schedule. The proper designation of the fund is -

"128015.1200 - Deposit of Fees - Grading and Inspection of Farm Products - Food Distribution Administration".

Fund 128015.----- All collections covering the following four (4) Trust Fund Agreements must be scheduled for deposit to the credit of the respective Trust Fund applicable.

<u>Symbol</u>	<u>Cooperating Party</u>
128015.0695	Oklahoma State Market Commission
128015.1088	Nebraska Potato Improvement Assn. & Wyoming State Dept. of Agri.
128015.1224	Railroad Perishable Inspection Agency
128015.1200	Cooperating State Agencies (National Fresh)

Fund 128015.----- All collections covering continuous factory operations must be scheduled for deposit to the credit of the respective Trust Fund applicable within each State. The following is a list of all processed foods Trust Funds in effect;

<u>Symbol</u>	<u>State</u>	<u>Symbol</u>	<u>State</u>
128015.0690	California	128015.0868	Michigan
128015.0966	Florida	128015.1187	Oregon
128015.1189	Washington	128015.1193	Minnesota
128015.1201	Illinois	128015.1202	New York
128015.1206	Indiana	128015.1207	Pennsylvania
128015.1212	Iowa	128015.1539	Texas
128015.1632	Arizona	128015.1640	South Carolina
128015.1824	Colorado	128015.1830	Idaho
128015.1832	Vermont	128015.1834	Wisconsin
128015.1838	New Hampshire	128015.1856	Maine
128015.0003	Arkansas	128015.0004	Ohio
128015.0006	Utah	128015.0009	Delaware
128015.0010	New Jersey	128015.0011	Maryland
128015.0014	Oklahoma	128015.1200	(National Processed)

Both of the above collection instructions carry the same wording in the "Fund to be credited, etc." column, with the exception of the symbol. The column entitled "Detail Description of Purpose, etc.", should read as follows -

		<u>Amount</u>
"Continuous Factory Service		
7/1-15/43 - 1 Insp. @ \$2600.- plus O.T.		\$131.80
Other Expenses		<u>45.00</u>
		\$176.80
"Fresh Products Inspections		
1 Car Potatoes @ \$5.-		5.00"
"Processed Foods Inspections		
1000 cs. Tomatoes @ \$10.-		10.00"
"Processed Foods Inspections		
10000 cs. Tomatoes @ \$10.-		100.00
Other Expenses Incurred....		<u>25.00</u>
		\$125.00"

(To be used when both fees and expenses are refundable to the Trust Fund for services rendered in connection with other Federal Agencies, paid for by the vendor.)

If more than one commodity is involved, it is satisfactory to state-

"1000 cs. Var. Vegetables @ \$ 10.- \$10.00"
or "1 Car Various Fruits @ \$5.- 5.00",

as the case may be, provided these carry the same base rate of charge.

